



Compansol

Computer Analysis & Solutions

BLUMEN 10.0 Training Registration Form (Houston, TX)

Program Director _____

Program UB UBMS VUB

University _____

Address _____

City _____ State _____ Zip _____

Phone () FAX ()

Email _____

Training Dates: **March 13th & 14th, 2017 (Monday & Tuesday) for UB, UBMS & VUB at Houston, TX.**

Training Cost: **\$ 799.00 per person (Includes continental breakfast and lunch)**

Name/s of Trainee/s:

1. _____ 3. _____

2. _____ 4. _____

- ❖ I understand that no refunds or credits will be issued for reservations, once a training seat has been confirmed by Compansol.
- ❖ Any cancellation must be requested in writing and must be received by COMPANSOL before February 13th, 2017 for full refund.
- ❖ COMPANSOL reserves the right to cancel the training. In such an event you will be notified at least 5 Business days in advance and any payment for the training will be fully refunded.

Payment: Check One *(Make all checks payable to COMPANSOL)*

Total Amount: _____ Check Enclosed. Check # _____ PO # _____

Credit Card. Card# _____ Expires _____ CV2 code _____

Director's Signature _____ Date _____

Note: Please reserve and confirm your training seat with COMPANSOL before you make any Travel Arrangements!



Compansol

Computer Analysis & Solutions

UB, UBMS, VUB

Training Schedule for 1st Day (Basic & Intermediate Session):

8:00am-8:30am **Registration** (Sign-In and distribution of workbooks)

8:30am-11:30am **1st Session**

11:30am-12:30pm **Lunch**

12:30pm-4:00pm **2nd Session**

You will learn:

- ◆ Navigating around BLUMEN
- ◆ Setting System Preferences
- ◆ Creating New User Accounts / Setting User Rights (Access-level)
- ◆ Browsing Student Data
- ◆ Adding New Student
- ◆ Using the Sidebars
- ◆ Adding Contact Log
- ◆ Customize User Choices
- ◆ Change Social Security Number
- ◆ Quick Change Wizard
- ◆ Adding APR Subjects / Instructions
- ◆ Running Reports, Labels, Graphs
- ◆ Generating the Annual Performance Report (APR)
- ◆ Calculating Prior-Experience (PE) Points
- ◆ Upgrade to Next Fiscal Year
- ◆ Copy APR Data from Previous Year
- ◆ Making a Backup of Data Files

Training Schedule for 2nd Day (Advanced Session):

8:00am-8:30am **Registration** (Sign-In and distribution of workbooks)

8:30am-11:30am **1st Session**

11:30am-12:30pm **Lunch**

12:30pm-3:00pm **2nd Session**

You will learn:

- ◆ Using the Global Filter Screen
- ◆ Adding New Report / Label
- ◆ Adding New Excel Report
- ◆ Mail Merge with MS Word
- ◆ Adding Personalized Letters
- ◆ Mass E-mailing
- ◆ Managing Drop Down Lists, School / College List, Activity/Services List
- ◆ National Student Clearing House Interface
- ◆ Unlimited Customized Fields
- ◆ Recalling a Deleted Student
- ◆ Class Scheduling
- ◆ Adding Attendances / Stipends
- ◆ Quick Edit – Student Data
- ◆ Sending Message to Users
- ◆ Time Clock Manager

Training Locations & Address:

RAC HOUSTON

1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II (6 Stories Building)
Houston TX 77077 Phone: 1-800-597-8204

Make all checks payable to:

COMPANSOL

P.O. Box 821143, Houston, Texas 77282



Compansol

Computer Analysis & Solutions

Training location:

RAC HOUSTON

1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II (6 Stories Building)
Houston TX 77077
Phone: 1-800-597-8204

Area Hotel Information:

La Quinta Inn & Suites Houston Energy Corridor

2451 Shadow View Lane
Houston, TX 77077
(281) 668-1068 www.laquintahoustonenergycorridor.com
Distance is 1.0 miles from our facility

Courtyard by Marriott

12401 Katy Freeway
Houston TX 77079
(281) 496-9090 www.courtyard-houstonwest.com
Distance is 2.6 miles from our facility

Hilton Garden Inn-Houston Energy Corridor

12245 Katy Freeway, Houston, TX 77094
Phone: (281) 531-0220 www.houstonenergycorridor.hqi.com
Distance is 2.7 miles from our facility

Transportation:

Airport Shuttle

Super Shuttle (281-230-7275) charges \$ 40.00 for one-way fare between Bush IAH Airport & Hobby Airport the above hotels. **Prior-reservation is required.**

Taxi / Cab

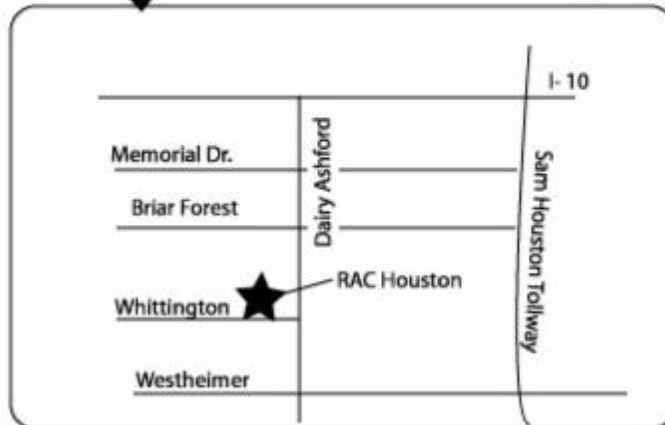
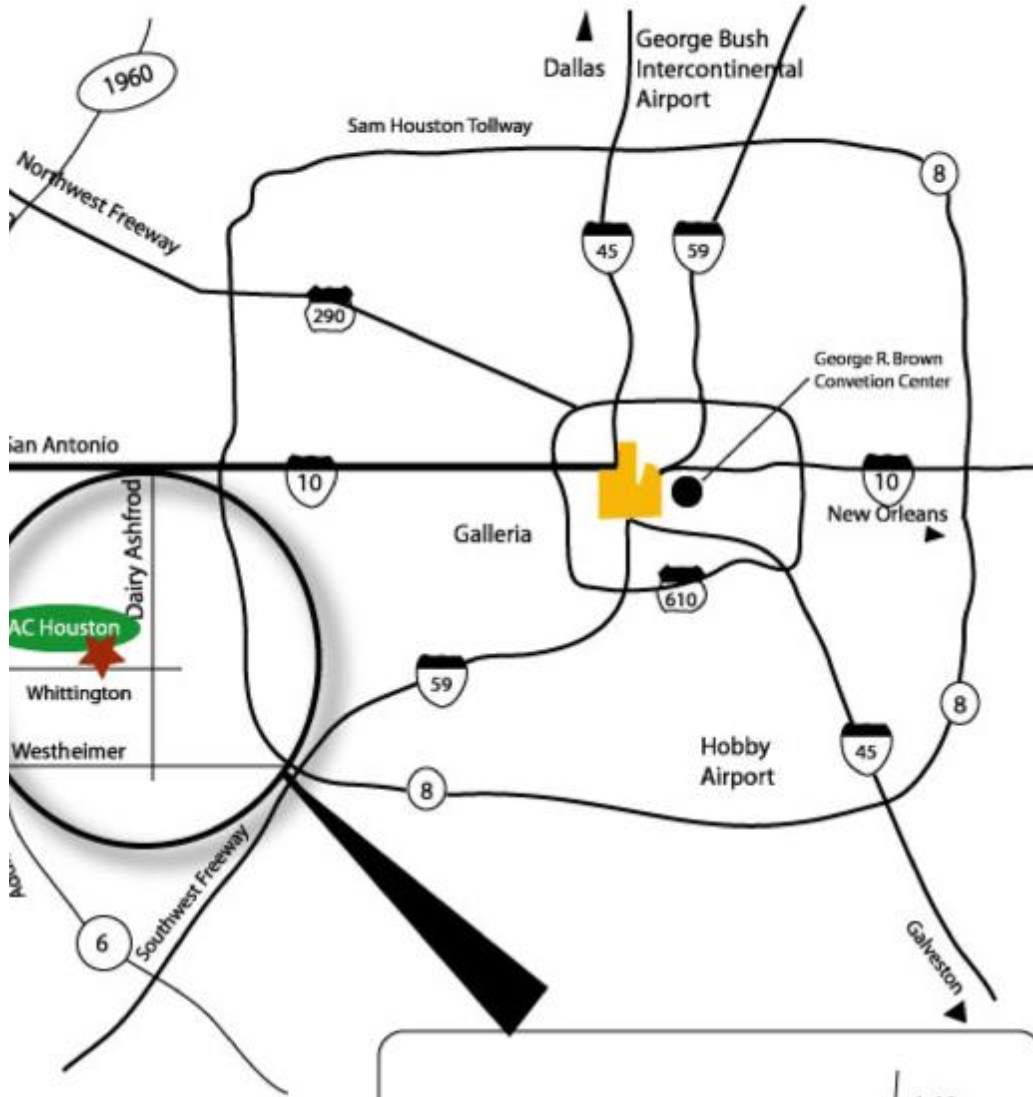
Yellow Cab (713-236-1111) approximate cab/taxi one-way fare from Bush IAH Airport and Hobby Airport is \$70.00 - \$90.00



Compansol

Computer Analysis & Solutions

Directions to RAC Houston





Compansol

Computer Analysis & Solutions

Training location:

RAC HOUSTON

1880 S. Dairy Ashford Road, Suite 220
Ashford Crossing II (6 Stories Building)
Houston TX 77077
Phone: 1-800-597-8204

Directions:

*** From George Bush IAH Airport**

Take John F Kennedy Blvd to Beltway 8; turn right on Beltway 8 West (Sam Houston Tollway); exit and turn right on Briar Forest Dr; turn left on S Dairy Ashford Rd; turn right on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance: 33.8 Miles

Approximate Driving Time: 55 minutes

*** From William P Hobby Airport**

Turn left (west) on Airport Blvd; turn left on SR-35 (Telephone Road); turn right on Beltway 8 (Sam Houston Tollway); exit and turn left on Westheimer Rd; turn right on S Dairy Ashford Rd; turn left on Whittington Dr; RAC Houston will be on your right (Building - Ashford Crossing II, 6 stories building).

Approximate Distance: 32.1 Miles

Approximate Driving Time: 50 minutes

Contact Compansol at 1-800-597-8204, if you need directions from any other location/address.